



What You Can Do!

- When thinking about internal controls, consider the following:
 - **Propriety of transactions...**is this legal and right? Does it feel or look wrong? Would someone else think so?
 - **Reliability and integrity of information...**is the information/form/data/report accurate and complete?
 - **Compliance with policies and government regulations...**are you following established procedures/instructions?
 - **Safeguarding assets...**could anyone take or gain access to items under your control without being observed?
 - **Economy and efficiency of operations...**is there a better way to do the job?